



# Administrative Office of the Courts

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## Operations Division

### Questions/Responses No. 1 to the

### Request for Proposals (RFP) K20-0024-25I

### Human Trafficking Video Production Services

1. Question: Do you envision a similar format to other Judiciary educational videos such as Expungement and Child Custody with on-camera talent delivering the script to camera with graphics and photos as visuals?  
Response: Yes, we envision a similar format to other Judiciary educational videos. On-camera talent delivering the script to the camera with graphics and photos is correct with similarity to the guardianship videos.
2. Question: Will the trafficking videos be scripted by the Judiciary and provided to the contractor?  
Response: The videos will be scripted by the AOC, however, feedback from the Contractor is encouraged.
3. Question: Can you provide some or all of the scripts to the contractor prior to proposal submission, if in fact they are being generated by the Judiciary.  
Response: The AOC will release some scripts (unfinalized) in a separate release.
4. Question: Does the Judiciary have access to photographic images of trafficking in Maryland Victims etc. that the contractor can use in the videos. One of the topics outlined in the RFP is "Examples/Case Studies." Images associated with examples and case studies would be helpful.  
Response: The AOC has access to some photographic images.
5. Question: How many locations do you envision for talent on-camera appearances.  
Response: We envision one location per video.

6. Question: How many talents do you envision using?  
Response: Given the format, perhaps 1-2 per video. Additionally, some talent may appear in multiple videos.
  
7. Question: How much assistance will be provided by the (client) Department of Juvenile and Family Services when it comes to the input provided for these videos? Such as:
  - a) Question: Will you provide information, an outline and/or content on each video topic for script development or questions? Or infographic development?  
Response: Yes, we will provide information content, etc. for script development and infographic development.
  
  - b) Question: Will you source all specific on-camera personnel when needed?  
Response: No, however, we will participate in the selection process.
  
  - c) Question: Will you provide and secure locations that we may need to shoot?  
Response: The AOC does not anticipate providing locations, however, we will participate in the process and do not expect the need for elaborate locations.
  
  - d) Question: Will we need to compensate on-camera personnel for their time or will it be volunteer?  
Response: This shall be decided by the Contractor.
  
8. Question: We envision a kick-off meeting and discovery phase as time allows to immerse ourselves in the various topics, goals, strategies, and your expectations before we begin. Is that possible?  
Response: Yes, we will conduct a kick off meeting.
  
9. Question: Is it acceptable to use the same voice talent for all videos in this series?  
Response: Yes, the same voice talent may be used in multiple videos, however, not for all videos.
  
10. Question: Who is the target profile of the person who will be listening to his video? Please describe as specific as possible? Age, gender, race, geography and more and how they will most likely view them.

Response: The target audience is judges, magistrates, and court administration (primarily judges and magistrates).

11. Question: Can you clarify the requirements for closed captioning? Are they required or optional?  
Response: Captioning in English & Spanish are required. Please see addendum No. 1.
12. Question: What kind of location do you envision for production? A judicial looking setting?  
Response: We envision a judicial setting. The location can be the same as long as the videos do not look exactly the same which we think can be achieved through the use of photos and graphics.
13. Question: Will the AOC be providing the scripts for this project? If so, are there draft scripts that you can provide us?  
Response: Yes, some unfinalized scripts will be released via a separate attachment.
14. Question: Were you planning on using actors or are actual Judiciary employees available as “talent” or possible experts from academia?  
Response: We anticipate the use of actors.
15. Question: Do you have a budget range in mind for this project?  
Response: We are unable to release budgetary information.
16. Question: Are the on-camera talent professional actors or employees of the Maryland Judiciary?  
Response: On camera talent would be actors, not Judiciary employees.
17. Question: If professional actors are they required to be union members (can we cast non-union talent)?  
Response: The professional actors are not required to be union members.

18. Question: Will the Contractor have to use existing Maryland Judiciary graphics, or will new graphics need to be created?  
Response: The AOC can supply the Judiciary logo and any in-house graphics that already exist, however, some new graphics may need to be created.
  
19. Question: The sample videos have one actor in them, do you anticipate the need for additional on-camera talent, i.e.: Reenactments?  
Response: This topic can be discussed post award.
  
20. Question: On page 12, you mention ‘Sequence Templates’ under 2.2.2: are these full storyboards or simply a script detailing visuals?  
Response: A script detailing visuals.
  
21. Question: Does the vendor need to be a Maryland based business?  
Response: No.

Issued by: Whitney Williams  
Procurement Officer  
July 23, 2019